

Withdrawal & Suspension Procedure - Academic Year 2024/25

1.0 Introduction

The purpose of this procedure is to set out how a student can formally withdraw from a course or suspend their studies at University of Northampton (UON). This procedure will be reviewed annually.

2.0 Ownership

This procedure is managed by the Income Team and owned by the Department of Finance and Planning on behalf of UON.

3.0 Organisational Scope

This procedure applies to all students wishing to formally withdraw from a course or suspend their studies. The policy is subject to the requirements of the Competition and Markets Authority guidance allowing withdrawal after enrolment within a 14-day cooling off period.

4.0 Procedure Statement

To formally withdraw from a course or suspend their studies a student must:

- Update the 'My Studies' section in their SITS portal:
https://sits.northampton.ac.uk/urd/sits.urd/run/siw_lgn
- In case of query, please contact the Student Information Desk **01604 892833** or email sid@northampton.ac.uk

If you leave a course without notifying the Student Records Team, you will be charged the full years tuition fee. Fees will be calculated up to the date that the Student Records Team receives your written notification.

5.0 Key Principles

This procedure has been designed to show the necessary steps for a student to withdraw from study at UON.

6.0 Procedure

The following charges will apply if you withdraw from your course: -

6.1 Home Undergraduate Courses

Full, Part Time & Distance Learning Courses (including MSc Physiotherapy)

Withdraw or suspend within 14 days of your enrolment date – No fee will be charged.

Withdraw or suspend after 14 days on the course but before the start of Term 2* – 25% of the annual fee will be charged.

Cohort	Term 2 Start Dates
*September Start	Before 06.01.25
*January Start	Before 23.04.25
*April Start	Before 04.08.25

Withdraw or suspend in Term 2 but before the beginning of Term 3* – 50% of the annual fee will be charged.

Cohort	Term 3 Start Dates
* September Start	Before 23.04.25
* January Start	Before 27.08.25
* April Start	Before 06.01.26

Withdraw or suspend in Term 3 – 100% of the annual fee.

If a student has a tuition fee loan, the university will contact the Student Loan Company (SCL) to confirm the student's withdrawal or suspension date and any tuition fee reduction.

*For undergraduate courses where a student is studying on a part time basis by semester, reductions will be considered for modules that may have not started at the point of withdrawal or suspension.

If a student is responsible for paying their own tuition fees and an overpayment has been made, the student can apply in writing for a refund from the Income Office. If the student has paid less than the recalculated fee, the student must pay the outstanding amount.

6.2 Home Postgraduate courses

Full, Part Time & Distance Learning Courses

If a student withdraws or suspends their studies, they must pay the full fee for all modules studied to date. With regard to any unfinished modules, full payment will be due unless the withdrawal or suspension date is within two weeks of the module start date.

If the student has a Post Graduate Loan from the SLC, UON will contact the SLC to confirm any suspension of study or the student's withdrawal date.

It is advisable for a student to speak to a Tuition Fee Advisor or a member of the Financial Guidance Team before they decide whether to withdraw or suspend from their course.

6.3 International students

Taught full-time undergraduate and postgraduate

International students must speak to the International Student Support Team. Each international student will have paid a deposit of £7,000 against their tuition fees to obtain a Confirmation of Acceptance for Studies (CAS) letter. If an overpayment has

been made relating to the remaining fee, a refund can be issued to the person who made the original payment.

The international student will be required to provide satisfactory evidence that they have returned to their home country for the refund request to be considered. The student will need to submit a copy of their flight ticket, boarding pass and entry stamp in their passport. UON may also ask for additional evidence to be submitted. All these documents need to be sent to iss@northampton.ac.uk together with a completed refund request form.

Withdrawal or suspension dates and fee charges:

Withdraw or suspend within 14 days of the student's enrolment date – No fee will be charged*

**An administration fee of £250 may be deducted from any funds held by the University before issuing a refund.*

Withdraw or suspend after 14 days but before 1 calendar month has been completed on the course – £3,000 will be charged*

**An administration fee of £250 may be deducted from any funds held by the University before issuing a refund.*

Withdraw or suspend after 14 days on the course but before the start of Term 2* – £5,000 will be charged.

Cohort	Term 2 Start Dates
September Start UG	Before 06.01.25
September Start PG	Before 27.01.25
January Start UG	Before 23.04.25
January Start PG	Before 01.06.25
May/June Start PG	Before 22.09.25

Withdraw or suspend in Term 2 but before the beginning of Term 3* –

Two Thirds of the annual fee will be charged.

Cohort	Term 3 Start Dates
September Start UG	Before 23.04.25
September Start PG	Before 02.06.25
January Start UG	Before 27.08.25
January Start PG	Before 22.09.25
May Start PG	Before 26.01.26

Withdraw or suspend in Term 3 – 100% of the annual fee will be charged.

******For International students who are completing their course on a Part-Time basis, if the student withdraws or suspends their studies, they must pay the full fee for all modules studied to date. With regard to any unfinished modules, full payment will be due unless the withdrawal or suspension date is within 2 weeks of the module start date.******

6.4 Research Students

Home and International

Withdrawal

To formally withdraw from a programme, the student must:

- inform the Graduate School in writing.
- Update the 'My Studies' section in their SITS portal:
https://sits.northampton.ac.uk/urd/sits.urd/run/siw_lgn

Suspension

Requests for suspension of study should be made to the relevant Research Degrees board.

Withdrawal within 14 days of the student's enrolment date - No fee will be charged.

The fee that the student has paid will be calculated by the number of months they were enrolled during the academic year. Fees will be calculated from the date that the Graduate School receives the student's written notification of withdrawal. If the student leaves their course without notifying the Graduate School, they will not be entitled to a reduction in fees.

7.0 Associated Documents

UON Tuition Fee Debt Management Policy / Student Handbook

8.0 Equality Impact Assessment

There is no adverse equality impact within this procedure. All responses to breaches of rights will be dealt with in accordance with this procedure and relevant appendices irrespective of an individual's specific characteristics.

9.0 Version Control

Version	Author	Approval	Updates
2023/24	C Stephen	Approved	
2024/25	C Stephen	Approved	New Format / Amended Dates / SITS link added.